Case Closure Checklist

Once a case meets at least one (1) of the federal case closure criteria, CSS must review the case to verify that documentation has been received that supports data integrity and that the automated system has been updated appropriately.

Paternity Documentation

To maintain data integrity, CSS will utilize all manual and/or automated resources to obtain needed paternity documentation by checking the following sources:

☐   Reviewed EPICS.

☐   Contacted Idaho Bureau of Vital Statistics.

☐   Contacted another state's Bureau of Vital Statistics.

☐   Contacted the CP by telephone or in writing.

☐   Contacted the NCP by telephone or in writing.

☐   Requested copies of known Filiation order or Divorce Decree from the issuing county of this state or another state.

☐   Narrated all attempts to obtain paternity documentation. For details on when data integrity is not required before closing a case, see Chapter 10.2.1.1.1.

Death Documentation

To maintain data integrity, CSS will utilize all manual and/or automated resources to obtain needed documentation regarding the death of an individual on the case by checking the following sources:

☐   Contacted the Vital Statistics office in the state where the individual died.

☐   Checked newspaper internet sites to obtain the individual's obituary or death notice.

☐   Checked newspaper internet sites for possible newspaper article regarding the individual's death that includes the name.

☐   Contacted Social Security Administration.

☐   Narrated all attempts to obtain a death notice or death certificate.

☐   Conducted asset search. For more information regarding required actions when the NCP dies i.e.; conducting an asset search, see Chapter 10.9.2

For more information regarding required actions when the CP dies, see Chapter 10.9.3

For details on when data integrity is not required before closing a case, see Chapter 10.2.1.1.1.